



44 Stelton Road, Suite 330  
Piscataway, NJ 08854

TEL: 732-752-7720 librarylinknj.org  
FAX: 732-752-7785

Kathy Schalk-Greene, Executive Director [Kathy@librarylinknj.org](mailto:Kathy@librarylinknj.org)

EXECUTIVE BOARD MEETING  
Thursday, July 18, 2019, 2:30 PM  
In Person – LibraryLinkNJ Office

## MINUTES

### EXECUTIVE BOARD

#### **Present**

Phillip Berg  
Chris Carbone  
Steve Chudnick  
Cory Fleming  
Allan Kleiman  
Bonnie Lafazan  
Deborah Magnan  
Laurie Matassa  
Michelle McGreivey  
Ricardo Pino  
Jennifer Podolsky  
Courtenay Reece  
Irene Sterling  
Elizabeth Sosnowska

#### **Absent**

none

#### **Also Attending**

Kathy Schalk-Greene, Executive Director  
Kathleen Moeller-Peiffer, NJ State Library

### **CALL TO ORDER**

The meeting was called to order at 2:32 p.m. by Vice President Steve Chudnick, who announced that the meeting was in compliance with the Open Public Meetings Act.

Steve Chudnick, presented the Reorganization Committee's recommendation for FY20 Board officers, Ricardo Pino moved to accept the new slate. Irene Sterling seconded the motion, which passed with two abstentions.

Chris Carbone presented the slate of LibraryLinkNJ Board Committees Ricardo Pino moved to accept the LibraryLinkNJ Board Committees. Steve Chudnick seconded the motion which passed unanimously.

The approved list follows:

**LIBRARYLINKNJ EXECUTIVE BOARD OFFICERS FOR FY20****Officers**

Position	Name	Library
President	Chris Carbone	South Brunswick Public Library
Vice President	Jennifer Podolsky	East Brunswick Public Library
Secretary	Deborah Magnan	Hackensack University Medical Center Library
Treasurer	Steven Chudnick	Brookdale Community College, Bankier Library
Assistant Treasurer	Phillip Berg	MAIN: Morris Automated Information Network

**LIBRARYLINKNJ BOARD COMMITTEES FOR FY20****Finance Committee**

Position	Name	Library
Treasurer, Chair*	Steven Chudnick	Brookdale Community College, Bankier Library
Assistant Treasurer*	Phillip Berg	MAIN: Morris Automated Information Network
Vice President	Jennifer Podolsky	East Brunswick Public Library
Committee Member	Ricardo Pino	West Milford Township Library

\*Committee positions defined in Bylaws

**Personnel Committee**

Position	Name	Library
Committee Chair	Jennifer Podolsky	East Brunswick Public Library
Committee Member	Michelle McGreivey	Hoboken Junior Senior High School Library
Committee Member	Phillip Berg	MAIN: Morris Automated Information Network
Committee Member	Deborah Magnan	Hackensack University Medical Center Library
Committee Member	Allan Kleiman	Montville Township Public Library

**Nominations Committee**

Position	Name	Library
Committee Chair	Laurie Matassa	Jackson Liberty High School Media Center
Committee Member	Steven Chudnick	Brookdale Community College, Bankier Library
Committee Member	Courtenay Reece	Millville Public Library

**Membership Committee**

Position	Name	Library
Committee Chair	Courtenay Reece	Millville Public Library
Committee Member	Elizabeth Sosnowska	George F. Smith Library of the Health Sciences
Committee Member	Laurie Matassa	Jackson Liberty High School Media Center
Committee Member	Corey Fleming	Paterson Free Public Library

**Strategic Planning Committee**

Position	Name	Library
Committee Chair	Irene Sterling	Lay Representative
Committee Member	Deborah Magnan	Hackensack University Medical Center Library
Committee Member	Allan Kleiman	Montville Township Public Library
Committee Member	Bonnie Lafazan	Berkeley College Library

**Reorganization Committee**

Position	Name	Library
Committee Chair	Steve Chudnick	Brookdale Community College, Bankier Library
Committee Member	Irene Sterling	Lay Representative
Committee Member	Elizabeth Sosnowska	George F. Smith Library of the Health Sciences
Committee Member	Bonnie Lafazan	Berkeley College Library

**Bylaws Committee (Ad Hoc)**

Position	Name	Library
Committee Chair	Michelle McGreivey	Hoboken Junior Senior High School Library
Committee Member	Ricardo Pino	West Milford Township Library
Committee Member	Corey Fleming	Paterson Free Public Library

Ricardo Pino moved to have 2 non-Executive Board members on Nominations, Membership and By-Laws committees. Bonnie Lafazan seconded the motion which passed.

Steve Chudnick motioned to approve the Executive Board Meetings schedule. Irene Sterling seconded the motion which passed.

Phillip Berg moved to have an amendment to hold Executive Board Meeting in person at the LibraryLinkNJ office from August through December 2019. Ricardo Pino seconded the motion, which passed.

Debbie Magnan presented an amendment to the amendment to have all the meetings in person and remotely for people that can't make it only to December. Ricardo Pino seconded the motion which passed.

Ricardo Pino moved to have all the in-person Executive Board meetings at the LibraryLinkNJ office until December. Steve Chudnick seconded the motion which passed,

### **APPROVAL OF MINUTES**

Deborah Magnan presented the May 15, 2019, 2019 minutes. Steve Chudnick moved the minutes. Ricardo Pino seconded the motion, which passed with one correction.

Deborah Magnan presented the June 13, 2019 minutes. Bonnie Lafazan moved the minutes. Irene Sterling seconded the motion, which passed.

### **TREASURER'S REPORT**

Steve Chudnick, Treasurer, presented the May 2019 Report of Expenditures. Jennifer Podolsky seconded the motion which passed with one opposed.

Steve Chudnick presented the May 2019 Report of Investments. Phillip Berg seconded the motion which passed. The reports were filed for audit.

### **REPORT OF THE STATE LIBRARY**

Kathleen Moeller-Peiffer of the New Jersey State Library presented a written report.

### **REPORT OF THE EXECUTIVE DIRECTOR**

Executive Director Kathy Schalk-Greene reported on the following issues:

#### **Economic Savings through Resource Sharing**

##### *Delivery*

- o Delivery Task Force finalized the proposed cost share for FY20 for presentation to the Board.
- o After a transition period with TForce BCCLS started handling its own intra-library delivery.

#### **Collaboration, Partnerships and Communication**

##### *Collaboration*

- o Kathy attended the Statewide Database Meeting on May 7.
- o Kathy attended the VALE Member's Council and Executive Committee meetings.
- o Kathy, LLNJ President Ranjna Das and Executive Board Member Irene Sterling attended a meeting at the New Jersey State Library.

##### *Partnerships*

- o Kathy attended the NJLA Public Policy meeting on May 2,

##### *Communication*

- o Kathy conducted an Online Town Hall Meeting for Members on May 23.
- o Kathy, Mi-Sun and Joanne prepared the E-Update distributed on June 19.

##### *Projects*

- o MentorNJ

- MentorLIB Mentors's Directory-collaborated with the Maryland Library Association (MLA).
- The Agreement Letter was revised by Mi-Sun and Tyler Wolfe and signed by Mary Chute.
- Mi-Sun implemented the expansion of the Mentors Directory to the MLA members.
- Instructions were drafted on how MLA members can sign up for a user account by Mi-Sun and Joanne. So far 5 MD members are listed.
- Mi-Sun will work the team and Tyler to promote the expanded and improved Mentors' Directory.
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- o In-Person Workshop: New Technology and "Fake News" on May 2.
- o Doug Baldwin, Piscataway Public Library continues to host MentorNJ tech Meet-ups.
- o MentorNJ Task Force will continue to meet to discuss the MentorNJ plans for FY2020 and beyond.

#### *Diversity Resources Online*

- o Mi-Sun continues to administer the online resource page.
- o Mi-Sun reached out to the NJLA Diversity and Outreach Section Leadership to discuss future maintenance plans.

### **Knowledge, Skills and Professional Growth**

#### CE Team

- o Webinars completed for FY19

#### *Face to Face events*

- Complete for FY19

#### *CE Sponsorship of Other Organizations*

- Complete for FY19

#### Onsite, On Demand Staff Development for LLNJ and Our Members

- Complete for FY19

### **Innovation and Reinvention**

- Website Report
  - Mi-Sun continues to maintain the website and support the staff and member's needs.
  - On April 2 Mi-Sun found some suspicious code and immediately took Action.
  - Mi-Sun drafted a document for Kathy to review for our website upgrade plan.
  - Mi-Sun hared a website upgrade plan draft with Kathy and Joanne.
- Other IT
  - Mi-Sun continues to support staff with tech-related issues.
  - With the BCCLS delivery transition Mi-Sun updated all the delivery info.
  - Mi-Sun put together a document to answer questions regarding the website Drupal upgrade plan.
- Social Media Management
  - It was decided to continue to maintain the Facebook and Twitter accounts
- E-Updates Management & Mass Mailing
  - Published June E-Update on June 19, 2019 & delivered to 4364 addresses
  - Published BCCLS Delivery Transition on June 17, 2019

### **Organizational Development for LLNJ and Our Members**

- Personnel Committee, May 9
  - Conference call regarding employee's medical benefits
  - Sophia Cerri's first day as Clerical Assistant.

- Staff Team Meeting
  - Met on May 22 and June 18
  - Joanne Roukens exit interview

Irene Sterling moved to accept the Executive Director's Report Laurie Matassa seconded the motion, which passed.

### **CORRESPONDENCE**

Ellen Callanan, Sussex County Library System sent an e-mail how glad she is that Super Library Supervisor is continuing.

Mary Martin's letter explained how valuable she feels LibraryLinkNJ is.

Mary Chutes e-mail approving the By-Laws change.

A letter of resignation from Rick Vander Wende. Phillip Berg moved to accept Rick Vander Wende's resignation. Steve Chudnick seconded the motion which passed.

### **PUBLIC COMMENT**

There was no public comment

### **NEW BUSINESS**

After Task Forces were discussed Ricardo Pino moved to authorize a Delivery Task Force with Phillip Berg as the Chairman. Allan Kleiman seconded the motion which passed.

Allan Kleiman moved to have the Personnel Committee report to the Executive Board with ideas for the search for a new Executive Director. Courtenay Reece seconded the motion which passed.

### **AGENDA ITEMS FOR NEXT MEETING**

August 15, 2:30 pm. Innovation Task Force

### **ADJOURNMENT**

Ricardo Pino moved to adjourn the meeting. Corey Fleming seconded the motion, which passed. The meeting was adjourned at 4:10 pm

Respectfully submitted,

Deborah Magnan  
Secretary